

1 **UW REGULATION 6-7002-300**
2 **~~Bylaws of the~~ University Faculty**

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4 **I. PREAMBLE/PURPOSE**

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6 The Board of Trustees, with and subject to the regulations of the Board of Trustees and
7 the applicable provisions of law, confers responsibility for university educational and
8 academic programs and policies to the University Faculty. These powers, subject to the
9 authority of the Board of Trustees, are expressed through the Faculty Senate. The rights
10 and responsibilities of the Faculty Senate are defined herein and in UW Regulation 6-
11 7012-301.~~In order to provide for the basic organization and processes through and by~~
12 ~~which the University Faculty of the University of Wyoming may function in the exercise~~
13 ~~of its authority and responsibility as prescribed by UW Regulations, these Bylaws are~~
14 ~~adopted by the University Faculty.~~

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16 **II. DEFINITIONS**

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18 ~~Article I. University Faculty~~

19 ~~A. Section 1. Membership.~~ Voting members of the University Faculty shall
20 consist of those persons defined by UW Regulation 1-1s as members of the
21 University Faculty.

22 ~~Section 2. Officers of the Faculty~~

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24 ~~A.B.~~ a. The presiding officer of the University ~~f~~Faculty shall be the President of
25 the University of Wyoming, or, in his/her absence, his/her appointee.

26
27 ~~B.C.~~ b. The Secretary of the University Faculty shall be appointed by the
28 President annually. The Secretary shall keep the minutes of all University
29 Faculty meetings and shall serve as custodian of all minutes and of
30 communications to and from the University Faculty.

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32 **III. Section 3- MEETINGS OF THE UNIVERSITY AND FACULTY ACTIONS**

33
34 A. General Meetings or Convocations. Meetings shall be held at least once each
35 spring and fall semester, on call of the President, ~~, or on call of~~ Meetings may
36 also be held on the call of the Faculty Senate, or that of the University
37 Faculty.

38
39 B. Meetings called by Faculty Senate: Meetings of the University Faculty may be
40 called by not less than 2/3 majority of the Faculty Senate Executive
41 Committee or of the Faculty Senate, followed by a written request to the
42 President for a meeting of the University Faculty.

43
44 C.
45

46 Meetings called by University Faculty: A meeting of the University Faculty
47 may be called by not less than twenty percent (20%) of the University Faculty.
48 If a meeting is sought in response to an action by Faculty Senate, and the
49 University Faculty desires to consider or re-consider the action of the Faculty
50 Senate, a request for a meeting to deliberate the Faculty Senate action, it shall
51 be made within ~~fifteen~~sixty days of the action of the Faculty Senate. The
52 Faculty Senate or University Faculty will forward a written request for a
53 meeting to the President. Review of the matters raised shall occur at a special
54 University Faculty meeting called for that purpose by the President.
55

56 D. ~~b.~~ Quorum. A majority of the duly appointed voting members of the
57 University Faculty shall constitute a quorum.
58

59 A.E. ~~e.~~ Notice of Meetings. Notice shall be given to the University Faculty by
60 the President at least one week in advance of any meeting. and sSuch notice
61 shall contain a description of any matters to be presented to the University
62 Faculty for action.
63

64 B.F. ~~d.~~ Voting. The vote of the majority of the University Faculty present at a
65 meeting at which a quorum is present shall be the act of the University
66 Faculty. University Faculty actions supersede Faculty Senate actions. Voting
67 shall be by voice, show of hands, or by paper ballot as determined by the
68 presiding officer. ; ~~provided, however, that i~~It shall always be in order to
69 move for a vote by ballot or by mail ballot. The University Faculty may vote
70 to order its members polled by mail to seek opinion.
71

72 e. Order of Business. ~~Conduct of business shall be in accordance with the~~
73 ~~most recent revision of Robert's Rules of Order.~~
74

75 f. ~~Vote by Mail Ballot.~~ If a bill or resolution to be presented to the University
76 Faculty for action has appeared in the notice of a meeting, and if the
77 University Faculty failed to act because of lack of a quorum at a regularly
78 called meeting, then at the discretion of the President, ~~at his discretion~~ or upon
79 written request by the Executive Committee of the Faculty Senate, ~~will initiate~~
80 a mail ballot will be initiated on said bill or resolution within two weeks after
81 the scheduled meeting. A ~~mail ballot~~ vote may be initiated by ordering ballots
82 sent to the University mailing or other electronic address of each voting
83 member of the University Faculty, with a specified deadline for return of
84 ballots not less than two weeks from the date of issuance. Balloting may also
85 be done via the internet using a Web portal and an appropriate verification
86 system. The ballot will contain a concise explanation and a complete text of
87 the item to be voted upon, ~~with and~~ a specification of the time and place at
88 which the ballots will be opened and counted. The Secretary of the University
89 Faculty shall be present to oversee the opening and counting of the ballots to
90 insure the integrity of the balloting process and secrecy of the ballots
91 consistent with the balloting process. When ballots have been returned by a

92 quorum of the voting members, the vote of the majority shall be the act of the
93 University Faculty.

94
95 G. Bills and Resolutions. Following each University Faculty meeting, the
96 Secretary of the University Faculty shall publish a summary of bills and
97 resolutions introduced, action on bBills and resolutions, and other significant
98 matters. All bBills and resolutions passed by the University Faculty shall be
99 authenticated by the Secretary of the University Faculty and transmitted to the
100 President for review and forwarded to the Board of Trustees for consideration
101 in accordance with UW Regulation 1-101. The President may elect to return a
102 bBill or a rResolution to the University Faculty for further consideration. If
103 the University Faculty again passes the returned bBill or rResolution by a ¾
104 vote, the President shall refer the bBill or rResolution to the Bboard of
105 Trustees at their next regularly scheduled meeting.

106
107 H. Order of Business. Conduct for regular non-business University Faculty
108 meetings can be flexible in order. However, when the University Faculty
109 conducts business that results in action, the meeting orderConduct of business
110 shall be in accordance with the most recent revision of Robert's Rules of
111 Order.

112 113 IV. FACULTY SENATE

114
115 ~~Section 4. Functions of the University Faculty.~~ In accordance with, and subject to, the
116 Regulations of the Trustees and applicable provisions of law, the University Faculty is
117 responsible for the establishment of educational and academic policies for the University
118 as a whole and the promotion of the general welfare of the University, its students and the
119 faculty.

120 ~~Article II. Faculty Senate~~

121 ~~Section 1. Delegation of Powers.~~ The powers conferred upon the University Faculty by
122 the Board of Trustees, subject to the limitations-University Faculty authority stated
123 herein, shall be vested exclusively in the Faculty Senate ~~established by these Bylaws,~~
124 which body shall act for and in behalf of the University Faculty in the exercise of said
125 powers.

126 ~~Section 2. Objects and Authority. In the exercise of its delegated powers, subject to~~
127 ~~review and approval in accordance with UW Regulations, the Faculty Senate shall seek to~~
128 ~~determine and establish educational and academic policies which promote and protect the~~
129 ~~interests and welfare of the University community and further the full and free~~
130 ~~development and preservation of scholarly learning, teaching and research, including the~~
131 ~~following:~~

132 a. ~~To establish and review policies relating to undergraduate and graduate~~
133 ~~curricula and courses of study.~~

134 b. ~~To establish and recommend policies relating to general requirements~~
135 ~~for degrees, diplomas and certificates, and honorary degrees.~~

136 e. ~~To establish policies and standards regarding the admission, registration~~
137 ~~and dismissal of students, and other matters which relate to the education~~
138 ~~of students.~~

139 d. ~~To participate in the formulation and implementation of policy~~
140 ~~governing the status of faculty, including such matters as appointment,~~
141 ~~promotion, tenure, academic freedom, dismissal, sabbatical and other~~
142 ~~leaves of absence, travel allowance, and general economic benefits.~~

143 e. ~~To participate in planning for the development, allocation and~~
144 ~~utilization of the University's human, fiscal and physical plant resources,~~
145 ~~including the formulation of policies and procedures governing budgetary~~
146 ~~priorities.~~

147 f. ~~To consult with the Board of Trustees regarding the selection of a~~
148 ~~President of the University whenever that office shall become vacant.~~

149 g. ~~To propose amendments or additions to the Bylaws of the Trustees and~~
150 ~~UW Regulations.~~

151 h. ~~To provide the means through which any matter of interest to the~~
152 ~~faculty or pertaining to the University and its purposes may be brought to~~
153 ~~the Faculty Senate for discussion and appropriate action.~~

154 The listing of the foregoing objectives shall not be construed as being in
155 limitation of powers or objectives, nor as limiting the authority of any academic or
156 administrative officer, or any college, department or division, to discharge
157 responsibilities imposed by law or the Bylaws of the Trustees or UW Regulations.

158 ~~Section 3. Review of Senate Action. Any action of the Faculty Senate on any~~
159 ~~matter shall be subject to review and reconsideration by the University Faculty upon~~
160 ~~written request made to the President by not less than twenty percent (20%) of the~~
161 ~~members of the faculty. Such request shall be made within fifteen days of the date of~~
162 ~~action by the Faculty Senate. Review of the matter shall occur at a special faculty~~
163 ~~meeting called for that purpose by the President after the faculty members have been~~
164 ~~given at least fifteen days notice of the meeting. The action of a majority of the members~~
165 ~~of the faculty in attendance at any such meeting, there being a quorum, shall constitute~~
166 ~~the final action of the University Faculty.~~

167 Section 4. Membership of Senate.

168 a. ~~The Faculty Senate shall consist of elected members and ex officio~~
169 ~~members. All voting members of the University Faculty shall be eligible~~
170 ~~for elected membership to the Senate.~~

171 ~~b. Ex officio members shall be the President of the University, the Vice~~
172 ~~Presidents of the University, the Deans of Colleges, and the President of~~
173 ~~the Associated Students of the University of Wyoming or his designated~~
174 ~~student representative, all having the same privileges as elected members~~
175 ~~except the right to vote.~~

176 ~~c. Senators shall be elected by the University Faculty in accordance with~~
177 ~~the following provisions:~~

178 ~~1. Representative Units of the University Faculty. The elected~~
179 ~~members shall be elected by the academic departmental units of~~
180 ~~the University Faculty. The number of faculty in each department~~
181 ~~meeting the criteria for the determination of apportionment by the~~
182 ~~Senate shall be obtained from the Office of Academic Affairs. If a~~
183 ~~Dean holds status as a faculty member in a department, he is~~
184 ~~eligible to be elected and to vote. If a Dean is elected as a regular~~
185 ~~Senator, he will change in status from ex officio to voting member.~~

186 ~~2. Apportionment. Each department of three or more regular full-~~
187 ~~time faculty members shall be entitled to one faculty senator.~~
188 ~~Those departments having twenty or more regular full-time faculty~~
189 ~~members shall be entitled to two faculty senators.~~

190 ~~3. Election Procedures. Election of members shall be by ballot in~~
191 ~~accordance with procedures established by each department.~~
192 ~~Elections shall be held during the spring term of each academic~~
193 ~~year.~~

194 ~~4. Term of Office. Senators shall be elected for a term of three~~
195 ~~years beginning effective with the May Trustees' meeting, with~~
196 ~~approximately one third retiring each year. Members are eligible~~
197 ~~for re-election except during the year following completion of a~~
198 ~~second consecutive three year term.~~

199 ~~Vacancies may be filled by special election by the affected unit for the~~
200 ~~unexpired portion of the term vacated.~~

201 ~~Article III. Organization of Faculty Senate~~

202 ~~Section 1. Bylaws. The Faculty Senate shall adopt bylaws establishing its internal~~
203 ~~organization and procedures as deemed necessary, subject to the following directives and~~
204 ~~limitations:~~

205 ~~a. The Faculty Senate shall meet, at least monthly, from September~~
206 ~~through July of each year. All meetings of the Senate shall be open to~~
207 ~~attendance by any faculty member. A record of proceedings at meetings~~

208 shall be kept which, upon request, shall be made available to any faculty
209 member under reasonable conditions. The Faculty Senate shall provide for
210 notice in a reasonable form to all the University Faculty concerning
211 pending matters and actions taken.

212 b. No final action shall be taken by the Senate upon any matter pertaining
213 to the exercise of legislative powers unless the substance thereof has been
214 formally introduced in written form for consideration at a prior meeting of
215 the Senate, or circulated to the Faculty Senate prior to its meeting;
216 provided, however, that this requirement may be waived by consent of
217 three-fourths of the members of the Senate present. Normally, the Faculty
218 Senate shall follow a bill procedure.

219 e. The Senate shall establish and maintain reasonable procedures whereby
220 any individual faculty member may be heard by a committee of the Senate
221 or, at the recommendation of that committee, by the Senate.

222 d. No vote on any matter pending before the Senate shall be taken unless
223 at least two-thirds of the voting members be present; provided that at the
224 June and July meetings, no vote on any matter pending before the Senate
225 shall be taken unless at least one-half of the voting members be present.

226 e. The Faculty Senate shall invite the President of the University to present
227 at least once a year a general message on the state of the University. The
228 Senate shall consider any special recommendations made at any time by
229 the President.

230 ~~Section 2. Executive Committee. An Executive Committee of the Senate may be~~
231 ~~established which shall have general supervision of the affairs of the Faculty Senate~~
232 ~~between business meetings and perform such other duties as may be assigned to it by the~~
233 ~~Faculty Senate. It is subject to the orders of the Faculty Senate and none of its acts shall~~
234 ~~conflict with action taken by the Faculty Senate.~~

235 236 —Article IV. COMMITTEES

237
238 ~~Section 1. All committees of the University Faculty shall be responsible to the Faculty~~
239 ~~Senate, and it shall establish or dissolve committees as it deems necessary. The Senate~~
240 ~~shall establish standing committees for identified areas of continuing faculty concern~~
241 ~~which shall have responsibility for review, study, and the initiation, or review prior to~~
242 ~~Senate action, of matters within its area of concern. Every committee shall have a charge~~
243 ~~in writing from the Senate concerning its function.~~

244 ~~Section 2. All members of the University Faculty shall be eligible for appointment~~
245 ~~to Senate committees, but at least one member shall be a senator and the Chairman of~~
246 ~~every committee shall normally be a senator. The Faculty Senate may appoint students to~~

247 membership on Senate committees, and it may, upon request, appoint faculty members to
248 other than Senate committees.

249 ~~Section 3.~~ The members of standing committees shall serve three year staggered
250 terms and, normally, no member shall succeed himself.

251 ~~Section 4.~~ When appropriate to the functions of a committee, its membership shall
252 be chosen with regard to proportional college representation. Otherwise, committee
253 selections shall be made on the basis of interest or qualifications. When committees are
254 advisory to a University Service Unit, the chief administrator of the unit shall be a
255 member without vote.

256 ~~Section 5.~~ Tenure and Promotion Committee. The Faculty Senate shall establish a
257 promotion and tenure committee to advise the President of the University on matters
258 pertaining to tenure, promotion, reappointment and other related matters.

259 ~~Section 6.~~ In extraordinary circumstances, the makeup and tenure of committees
260 may deviate from Sections 1-5 of Article IV. Such deviation shall be addressed in the
261 definition of a specific committee.

262 ~~Article V. General Provisions~~

263 ~~Section 1.~~ In the exercise of its delegated powers, the Faculty Senate shall
264 endeavor to provide the means by which the governing authorities of the University may
265 be apprised of representative opinion of the University Faculty with due regard given to
266 the general welfare of all elements of the University community. It shall strive to develop
267 and maintain channels of communication between the faculty, administration and
268 students.

269 ~~Section 2.~~ Any legislation previously enacted by the University Faculty shall
270 remain in full force and effect until such time as the Faculty Senate repeals or amends
271 such prior acts, except prior actions of the University Faculty inconsistent with these
272 Bylaws.

273 ~~—AMENDING THESE BYLAWS~~

274 ~~Section 3.~~ These bylaws may be amended by act of the University Faculty Senate at a
275 duly called meeting or by mail ballot.

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277 **Effective Date:** July 1, 2019

278
279 **Responsible Division/Unit:** Office of the Provost and Vice President for Academic
280 Affairs

281
282 **Source:** None

283

284 **Links:**

285

286 **Associated Regulations, Policies, and Forms: UW Regulation 6-701 Faculty Senate**

287

288 **History:**

289

290 **Source:**

291

292 **University Regulation 700, Revision 2, Changes 1 and 2; adopted 7/17/08 Board of**

293 **Trustees meeting**